

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

12 May 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-059**

**\*\*EXCEPTION TO THE HIRING FREEZE\*\***

**\*\*ALSO ANNOUNCED UNDER 16-060\*\***

**\*\*TWO ANNOUNCEMENTS ONE POSITION\*\***

**POSITION:** Budget Analyst (D2233000/D2232000) (GS-0560-09/11) EXCEPTED POSITION

**LOCATION:** Deputy Chief of Staff, Operations, Augusta, Maine

**SALARY RANGE:**

\$48,968 to \$63,654 per annum **GS-09**

\$59,246 to \$77,019 per annum **GS-11**

**CLOSING DATE:** 31 May 2016

**AREA OF CONSIDERATION:**

**AREA I-** All permanent and indefinite Officer (**O5 and below**), Warrant Officer Technicians or **Enlisted (E-5 and above) Technicians Eligible to become an Officer/Warrant Officer** in the Maine Army National Guard.

**AREA II –** All Officer (**O5 and below**) and Warrant Officer Members or **Enlisted (E-5 and above) Members Eligible to become an Officer/Warrant Officer** of the Maine Army National Guard

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position **WILL be filled at the GS-09 level**. Once the selected applicant has completed the appropriate level of FM Certification, the selected applicant may be promoted to GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** All series personnel must be certified at the next higher level before being eligible for that level and must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

**SPECIALIZED EXPERIENCE:** Must have 12 months experience for the GS-09 level and twenty-four (24) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

### **GS-09**

1. Applicant must have level one financial management certification completed/verified and candidate must be eligible for entry into level two financial management certification career program. **(See Substitution of Education for Specialized Experience)**
2. Knowledge of the principles, concepts, and theories of budgeting
3. Knowledge of analysis, evaluation, fact-finding, and investigative techniques
4. Ability to perform studies and prepare reports, documentation, and correspondence to communicate factual and procedural information clearly.
5. Ability to communicate clearly, concisely, and with technical accuracy, both orally and in writing

**NOTE:** The selected applicant must complete level two financial management certification within 24 months of appointment to the position.

**NOTE: An Enlisted Member Eligible to become an Officer/Warrant Officer will be placed into the Program Analyst- GS-0343-09; PD: D1010000, until they have completed their Officer Candidate School or Warrant Officer Candidate Course and received Federal Recognition as a WO/O. After Federal Recognition, the selected applicant will be placed into the Budget Analyst GS-09 position.**

### **GS-11**

1. Applicant must have level two financial management certification completed/verified and candidate must be eligible for entry into level three financial management certification career program.
2. Knowledge and skill of reviewing, editing and consolidating annual and multi-year budget estimates for assigned organizations and programs for the state.

3. Skill in planning, programming, budgeting, and executing regulations (DOD, DA, NGB, State, local, other Federal), guidelines and processes.
4. Knowledge of governing budgetary policies, precedent setting decisions, procedures and regulations issued by Department of the Army, the National Guard Bureau (NGB)
5. Knowledge of the format and composition of financial documentation to support all budget processes.
6. Knowledge of the installation accounting system and related documents

**NOTE:** The selected applicant must complete level three financial management certification within 24 months of appointment to the position.

**REQUIRED DOCUMENTS FOR ENLISTED MEMBERS:**

**1. Chain of Command Concurrence to become a Warrant Officer/Officer from Battalion Commander.**

**2a. Signed memorandum from the Warrant Officer Strength Manager (CW3 Carlos Paratore) stating the applicant meets the minimum requirements to become a Warrant Officer.**

**OR**

**2b. Signed memorandum from the Officer Strength Manager (1LT Cody Peckham) stating the applicant meets the minimum requirements to become an Officer.**

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE.** To qualify for GS-0560 dual status technician positions on the basis of completed under-graduate or graduate education, the college degree education must be in one of –or– be a combination of the following required disciplines: Accounting, business, finance, economics, industrial management, marketing, quantitative methods, or organizational management. **Applicants will be considered minimally qualified at the GS-09 level (regardless of FM Certification Level). MUST PROVIDE TRANSCRIPTS**

Technician applicants, who completed the Army or the Air Force Financial Technical School course and were awarded the applicable and compatible military skills, are considered minimally qualified for the GS-07 or GS-09 entry-level position.

**EDUCATION REQUIREMENTS: MUST PROVIDE TRANSCRIPTS**

*Army National Guard Officers GS-11 Positions:* An undergraduate degree from an accredited college/university is mandatory. A graduate degree from an accredited civilian academic college or from an equivalent professional military education school is optimum.

*Army National Guard Officer GS-09 Positions:* Army National Guard Second and First Lieutenants must be actively pursuing an undergraduate degree with at least 90 validated credit

hours in a specified program. For Captains and above, must have an undergraduate degree from an accredited college/university.

*Army National Guard Warrant Officers GS-09 and GS-11 Positions:* Must have a high school diploma or general education development (GED) diploma. An undergraduate degree from an accredited college/university is optimum.

#### **CONDITION OF EMPLOYMENT:**

**1. For ENLISTED, within 36 months of hire the Selected Enlisted Applicant will complete their required commissioning source school (OCS/WOCS) and their Branch Qualification Course. If the selected applicant fails to complete their required schooling within 36 months of hire or fails to meet academic criteria to graduate, the selected applicant may be terminated.**

2. Incumbent will be required to complete training in fiscal disciplines; Fiscal Law, Resource Management Information Course (RMIC), Contracting Officer Representative (COR), Automated Fund Control Order System (AFCOS).

3. This is a Financial Management Level Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program, **Certification Level II with 24 months** of a date to be determined after initial assignment.

4. Incumbent must maintain the appropriate certification levels for continued employment.

**COMPATIBILITY CRITERIA:** ARNG Officer: 36A, 91A, 88A, 92A, 90A, 01A Immaterial  
ARNG WO: 420A, 914A, 882A, 915A, 890A, 915E, 913A, 920A, 920B, 922A, 923A, 011A Immaterial

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from

non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

///S\\  
LISA M SESSIONS  
MAJ, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

## **D2233000 – GS-09**

This position is located in the Army National Guard (ARNG), Joint Force Headquarters (JFHQ), G-3 office of the Director. The primary purpose of this position is to serve as a budget analyst in a developmental capacity, performing assignments designed to further develop applicable analytical and evaluative skills and techniques. This is a developmental position with the full performance of Budget Analyst, GS-0560-11 Position Description D2232000. All training must be completed and regulatory requirements met prior to promotion.

### **Major Duties:**

1. Performs developmental assignments. Performs moderately difficult and complex assignments consisting of well-precedented tasks to further orient the employee in the application of occupational principles, methods, and techniques. Assignments are combined with training to develop analytical skills and techniques used to resolve issues or problems of a procedural or factual nature. Individual projects can be performed utilizing established, commonly applied methods. Work includes various duties involving different and unrelated tasks. Independently plans and carries out successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted practices. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Assistance in solving problems is available from the supervisor or a higher-graded specialist. (40%)
2. Executes budget. Continually analyzes and evaluates changes and gaps in program plans and funding. Reviews expenditure of G-3 appropriations, re-imbursement allocations and transfer of funds. Reviews funding documents for assigned appropriations. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Reviews, edits, and consolidates annual and multi-year budget estimates for assigned organizations and programs into a consolidated budget request. Prepares or edits narrative justification and projected funding needs, and assures data in request is formally and accurately documented in a wide variety of forms, schedules, and reports. (30%)
3. Performs program analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds. (10%)

4. Provides financial advice, interpretation, and guidance on a variety of budget related matters, to include types of funding available, budgetary changes, and year-end closeout procedures. (5%)

5. Prepares written correspondence and other documentation. Drafts or prepares a variety of documents to include newsletter items, responses to routine inquiries, reports, letters, and other related documents. Uses software such as word processing, spreadsheets, program language, plotting software, etc., to facilitate work. (10%)

6. Performs other duties as assigned. (5%)

## **D2232000 – GS 11**

This position is located in the Army National Guard (ARNG), Joint Force Headquarters (JFHQ), G-3 office of the Director. The purpose of this position is to perform analytical, technical, and administrative duties of budget formulation and justification, presentation, and execution. The incumbent in this position is responsible for the following Management Decision Packages (MDEP) or portions thereof: AMCE, AMTE, AMTV, NGP2, QLOG-C, and a portion of QLOG-F and the logistics portion of PRID, PRAT, and TRST.

### **MAJOR DUTIES:**

1. Serves as the primary analyst regarding resource management. Performs program analysis, including planning, programming, budgeting, funds allocation, accounts management, internal controls and reporting. Provides fiscal and budgetary policy, and regulatory guidelines for the directorate. Accomplishes the full spectrum of budget functions in support of state and federal operations, training, readiness missions, natural disasters, and Homeland Defense/ Defense Support of Civil Authorities (HLD/DSCA). (20%)

2. Executes budget. Continually analyzes and evaluates unexpected changes and gaps in program plans and funding. Reviews expenditure of G-3 appropriations, re-imbursement allocations and transfer of funds. Exercises technical authority and control in approving or disapproving funding requests based on fiscal law, regulation, or policy. Reviews funding documents for assigned appropriations. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Reviews, edits, and consolidates annual and multi-year budget estimates for assigned organizations and programs into a consolidated budget request. Prepares or edits narrative justification and projected funding needs, and assures data in request is formally and accurately documented in a wide variety of unrelated forms, schedules, and reports. (30%)

3. Performs program analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a

variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds. (10%)

4. Provides financial advice, interpretation, and guidance on a variety of budget related matters, to include types of funding available, budgetary changes, and year-end closeout procedures. (10%)

5. Presents effective analyses of financial management information regarding the expenditure of appropriated funds utilizing a network of multi-level federal operating systems. Appointed as an approving authority for release and expenditure of logistics funds and a member of the Program Budget Advisory Committee (PBAC). Prepares information for and documents results of quarterly PBAC meeting. Conducts briefings and documents the monthly financial management meetings with Program Director. Conducts funds reconciliations with the USPFO. (10%)

6. Serves as a technical authority and expert on matters of OPTEMPO funding issues for the Directorate. Manages the Defense Travel System (DTS) for the DCS-G3. (15%)

7. Performs other duties as assigned. (5%)